

Attachment A:
Principles and Guidelines
for the Advisory Demand-Side
Stakeholder Collaborative Process

Overview

An inclusive, transparent, meaningful Advisory Demand-Side Stakeholder Collaborative Process ("Advisory Process") is essential for fostering the success of the emerging demand-side portfolio in Illinois, and helping demand-side options become viable and cost-effective alternatives to conventional supply-side generation resources such as coal and nuclear plants.

NRDC recommends the following principles and guidelines for the stakeholder process.

Stakeholder Collaborative Process Objectives

NRDC recommends the following objectives for the Advisory Demand-Side Stakeholder Collaborative Process:

Stakeholders shall be given the opportunity to advise the demand-side portfolio administrators on portfolio and program objectives, and on the design, administration, implementation and evaluation of the portfolio and programs to:

1. Help demand-side options become viable and cost-effective alternatives to conventional supply-side generation resources;

2. Maximize benefits and minimize costs associated with the demand-side portfolio and,
3. Monitor whether the portfolio and programs are meeting statutory and regulatory objectives.

Participants

We recommend that the following participants be included in the Stakeholder Process:

1. ComEd, Ameren, and DCEO

The Advisory Process will be time-consuming and resource intensive if participants are to provide meaningful and thoughtful input. Furthermore, many of the programs should be statewide consistent to maximize benefit and minimize costs and consumer confusion. Thus, we recommend that the Advisory Process include all three portfolio administrators.

2. Environmental Groups

Environmental Law and Policy Center, Environment Illinois, Natural Resources Defense Counsel

3. Consumer Groups

Citizens Utility Board

4. Energy Efficiency Stakeholders

Midwest Energy Efficiency Alliance, Center for Neighborhood Technology

5. State Government Representatives

ICC Staff, Attorney General's Office, Governor's Energy Advisor

6. Local Government Representatives

Metropolitan Mayors Caucus, City of Chicago

7. Trade Organizations

Illinois Industrial Energy Consumers, Building Operators and Managers Association

8. The Public

Members of the public should be permitted to attend meetings, observe and ask questions or provide comments if time permits.

Facilitation

NRDC agrees with ComEd that meetings should be facilitated by an individual accepted by all parties. If all parties can't agree, then the designated facilitator should be the person who receives support from the greatest number of parties.

Process

1. Before the Meeting

We recommend the following pre-meeting activities:

- Meeting Notice: Meetings shall be noticed by e-mail to the Service List for Docket No. 07 – 0540 and to members of the public who ask to be added to the meeting service list.
- Meeting Agenda: At least two weeks before the meeting, the meeting facilitator shall circulate a meeting agenda for review and comment. Participants may request that discussion items be added to the agenda.
- Meeting Materials: All meeting materials shall be circulated at least five business days before the meeting to allow time for meaningful review and comment. Participants may submit written questions to be addressed before the meeting or ask questions during the meeting on the meeting materials.
- Demand-Side Stakeholder Process Web Site: An Advisory Demand-Side Stakeholder Process Web Site will be established, and meeting agendas, materials, and post-meeting follow-up will be posted on the site for easy review and access.

2. During the Meeting

- Time Allocated for Discussion/Comment: At least one-third of the meeting time will be for comments and discussion by the Advisory Process members and members of the public. The remaining time may be used for presentations by the portfolio administrators.
- Public Discussion/Comment: Members of the public will be permitted to ask questions and provide comments during the discussion period. However, if the discussion period is limited, stakeholders will be given priority over members of the public to provide comments and ask questions.
- Follow-Up Issues, Questions, Action Items: All questions, issues and action items that are not resolved in the meeting will be transcribed for further follow-up.
- Meetings Not Transcribed: Meetings will not be transcribed.
- Polycom: The meetings should be transmitted by a polycom to permit remote participation by those who cannot participate in person.

3. Post Meeting Follow-Up

- Comment Tracking and Response System: Within ten business days of the meeting, the meeting facilitator will summarize issues raised, proposed action items, and questions that stakeholders raise. The meeting facilitator shall work with the portfolio administrators to prepare responses to all items. If the issue cannot be addressed or resolved within the ten business days, then the document will describe when and how the issue can be addressed or resolved. The portfolio administrators shall identify which items resulted in a modification to the portfolio or program elements.

The Comment Tracking and Response system will help demonstrate to stakeholders that their participation resulted in meaningful discussions and change.

Actions that Require Notice to the Advisory Process Members and an Opportunity for Comment

We recommend that Advisory Process members be given the opportunity to comment on the following for items:

1. Reallocating funds among program elements (such as between residential lighting to residential HVAC) where the change for any specific budget is greater than 20%;
2. Discontinuing approved program elements (such as discontinuing Single Family Home Energy Performance);
3. Adding new program elements;
4. Increasing the administration, implementation or marketing budget more than 20% above the original approved funding levels for any program element;
5. Adding or deleting program measures;
6. Reducing the incentive budget for any program element below the amount originally approved;
7. Change to whether a program is offered statewide or just by one portfolio administrator; and
8. Dismissing ComEd's evaluation contractor, and hiring a new contractor.

Annual Review

On an annual basis, the portfolio administrators will hire an independent evaluator to survey the Advisory Process members to assess whether the process is accomplishing the stated objectives, and to identify ways to improve the process to make it more efficient, transparent and impactful.

Advisory Demand-Side Stakeholder Collaborative Process Comment Tracking and Response System

Meeting Date:

Meeting Attendees (including organizational and contact information):

Meeting Facilitator:

Issue, Question or Action Item <ul style="list-style-type: none">Including person/party who raised item	Response <ul style="list-style-type: none">Proposed resolution orTimeline and process for resolving issue	Resulting Impact on Demand-Side Portfolio or Program <ul style="list-style-type: none">Was change made to portfolio or program as result of issue?How?